



Position: Host Home Program Coordinator
Program: LifeWorks
Department: Children, Youth & Family Services
Reports to: Associate Director, LifeWorks
Compensation: 100%, Full-Time, Exempt, Regular
Status: \$49,920 Annually
Probation: 180 days
Benefits: Medical, Vision, Dental, Life Insurance; Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the supervision of the Associate Director of the LifeWorks program, provide leadership and oversight of the Host Home Program for lesbian, gay, bisexual and transgender youth, (LGBT) ages 24 and under, and all who come to the Los Angeles LGBT Center (Center) looking for supportive and safe housing and stability. Work closely with Los Angeles LGBT Center (Center) staff and volunteers to help youth develop a sense of safety, competence, usefulness, power and belonging.

ESSENTIAL FUNCTIONS:

- 1) Provide overall leadership and program coordination to the Host Home Program;
- 2) Recruit, interview and place youth into the Host Home Program; responding within 24-hours when a youth applies for the program, and seeking to match them within 2 weeks;
- 3) Recruit, screen, interview and match adults to young people as Hosts, responding within 3 business days when an adult applies to be a mentor, and seeking to match them within 2 months;
- 4) Provide trainings at least once a month for new hosts;
- 5) Facilitate monthly community building opportunities for hosts and youth;
- 6) Maintain monthly contact with matches and document all contacts;
- 7) Work closely with Host Home Case Manager to ensure a collaborative and supportive approach to matching hosts and youth and supporting match;
- 8) Attend ongoing trainings related to topics connected to Host Home Program including supporting LGBTQ+ youth experiencing housing instability, positive youth development, trauma-informed care, and host home best practice;
- 9) Coordinate community collaborations to promote and support the Host Home Program;
- 10) Maintain confidential client records;
- 11) Develop and implement evaluation tools to regularly assess and improve the effectiveness of the program;
- 12) Prepare month end reports and other administrative duties as required to meet program and funder needs;
- 13) Other duties as assigned;

JOB QUALIFICATIONS & EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 1) 2-4 years of experience in case management, counseling or related education, and working with at-risk youth;
- 2) Education in psychology, sociology or related field; experience and/or current enrollment in a related degree program may be substituted for a completed degree;
- 3) Working knowledge of the Los Angeles County network of social services;
- 4) Excellent verbal and written communication skills, interpersonal and organizational skills;
- 5) Competent computer skills and knowledge of software including Word, Excel, PowerPoint, Outlook and databases;
- 6) Sensitivity to and appreciation of the particular needs and challenges of gay, lesbian, transgender, bisexual and questioning youth and other marginalized and at-risk youth;
- 7) Be available to work a flexible schedule that includes weekends and evenings;
- 8) Access to reliable transportation and the ability to be insured;
- 3) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.